



District of Columbia Department of Housing and Community Development  
Housing Regulation Administration – Rental Accommodations Division  
1800 Martin Luther King Jr. Avenue SE, 2<sup>nd</sup> Floor  
Washington, DC 20020  
(202) 442-9505

RAD Date Stamp

**180 DAY NOTICE TO VACATE FOR DEMOLITION**  
**SECTION 501(g) NOTICE**  
**D.C. OFFICIAL CODE § 42-3505.01(g) (Supp. 2008)**  
**14 DCMR §§ 4300 et seq. (2004)**

Internal Use Only  
C/O current: yes no n/a  
BBL current: yes no  
Reg. current: yes no

THIS NOTICE MUST BE FILED WITH THE RENTAL ACCOMMODATIONS DIVISION  
WITHIN FIVE (5) DAYS OF THE DATE OF ISSUANCE TO THE TENANT

TENANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT'S ADDRESS: \_\_\_\_\_

Dear Tenant:

This notice is being sent to you pursuant to Section 501(g) the District of Columbia Rental Housing Act of 1985, as amended (Act), codified as D.C. OFFICIAL CODE § 42-3505.01(g) (Supp. 2008).

Section 501(g)(1) of the Act provides that your Housing Provider may recover possession of your Rental Unit for the purpose of immediately demolishing the Housing Accommodation in which the Rental Unit is located and replacing it with new construction, if a copy of the demolition permit has been filed with the Rent Administrator, and, if the requirements of Subchapter VII of the Act at D.C. OFFICIAL CODE § 42-3507.01-.03 (Supp. 2008) have been met. Your Housing Provider shall serve on you a one hundred eighty (180)-day notice to vacate in advance of action to recover possession of the Rental Unit. The notice to vacate shall comply with and notify you of your right to relocation assistance under the provisions of subchapter VII of the Act at D.C. OFFICIAL CODE § 42-3507.01-.03 (Supp. 2008).

Before your Housing Provider may issue a notice to vacate for purposes of demolition, your Housing Provider shall give you an opportunity to purchase the Housing Accommodation at a price and terms that represent a bona fide offer of sale according to D.C. OFFICIAL CODE § 42-3404.02(a) (Supp. 2008). The Housing Provider affidavit is attached, which certifies that you and any other Tenants have been provided the first right to purchase the subject Housing Accommodation, pursuant to D.C. OFFICIAL CODE §§ 42-3401 et. seq. (Supp. 2008).

A copy of an approved RAZE (demolition) permit for the Housing Accommodation or Rental Unit(s) is attached to this Notice to Vacate for Demolition.

This letter is intended to be a Notice to Vacate within one hundred and eighty (180) days, and you are hereby notified that the Housing Provider desires to have and gain possession of your Rental Unit. You are notified to vacate your Rental Unit no later than midnight on (date):

\_\_\_\_\_.

If you are displaced by actions under this subsection, you are entitled to receive relocation assistance as set forth in subchapter VII of the Act at D.C. OFFICIAL CODE § 42-3507.01-.03 (Supp. 2008), if you meet the eligibility criteria of the Act. Pursuant to Section 703 of the Act, D.C. OFFICIAL CODE § 42-3507.03 (Supp. 2008), you are entitled to relocation assistance in the amount of \$300.00 per "Room," which is defined under the Act as any space sixty (60) square feet or larger which has a fixed ceiling and a floor and is subdivided with fixed partitions on all sides, but does not mean bathrooms, balconies, closets, pantries, kitchens, foyers, hallways, storage areas, utility rooms or the like. Further, under D.C. OFFICIAL CODE § 42-3507.03(a)(2) (Supp. 2008), you are entitled to relocation assistance in the amount of \$150.00 for each pantry, kitchen, storage area, and utility room that exceeds sixty (60) square feet in area and for which you bear the cost of moving the majority of your furnishings. Notwithstanding the above, the amount of relocation assistance shall be adjusted by the mayor not more than once every twelve months and not less than once every three years after June 22, 2006. The amount of relocation assistance shall reflect the cost of moving, including transporting personal property, packing and unpacking, insurance of property while in transit, storage of personal property, the disconnection and reconnection of utilities and any other reasonable factors within the Washington/Baltimore SMSA. Therefore, according to the amount established for relocation assistance under D.C. OFFICIAL CODE § 42-3507.03(b) (Supp. 2008), the law requires that the Housing Provider provide you with relocation assistance in the total amount of \$\_\_\_\_\_.

If you notify the Housing Provider named below in writing at least ten (10) business days before you vacate your Rental Unit, you will receive the relocation assistance no later than one (1) day before you vacate your Rental Unit. If you do not notify the Housing Provider in writing at least ten (10) business days before you vacate your Rental Unit, you will receive the relocation assistance within thirty (30) days after you vacate your Rental Unit.

If you fail to pay rent as required during the one hundred eighty (180) day period during which this Notice to Vacate is effective, you may be evicted or may forfeit all or a part of the relocation assistance to which you may otherwise be entitled.

Nothing herein shall be intended to relieve you of your obligation to promptly pay all future rents when due, or intended to prevent the Housing Provider from suing for possession, based upon non-payment of rent. You are also notified that the rent for the Rental Unit is due in accordance with your lease, up to and including the date by which you are required to vacate. Also, you will be liable for any damages arising from your continuing use and occupancy of the Rental Unit if you fail to vacate by the date specified in this notice and for any claims for any other damages which may arise out of any provision of the lease agreement.

This Rental Unit is registered with the Rental Accommodations Division. The Housing Provider's registration number is \_\_\_\_\_.

If you have any questions about this Notice, please direct them to the Rental Accommodations Division in writing at 1800 Martin Luther King Jr. Avenue SE, 2<sup>nd</sup> Floor, Washington, DC 20020, call (202) 442-9505, or visit the Housing Resource Center on Monday thru Friday from 8:30 am to 3:30 pm.

Housing Provider's Business Address  
(No P.O. Box)

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Housing Provider's Name (print)

Owner  Authorized Agent

Title (if applicable): \_\_\_\_\_

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Housing Provider's Telephone Number and E-mail

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Housing Provider's Signature

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**NOTE: This affidavit must be completed and signed by the owner(s) of the Housing Accommodation or Rental Unit when the Notice to Quit and Vacate is issued pursuant to Section 501(g)(1) of the Act, codified at D.C.OFFICIAL CODE § 42-3505.01(g) (Supp. 2008). Each Owner of a Housing Accommodation shall complete a separate Affidavit.**

OWNER'S AFFIDAVIT

County: \_\_\_\_\_ to wit  
State: \_\_\_\_\_

I, (Owner's name) \_\_\_\_\_, having been first duly sworn according to law, depose and state as follows:

(1) I am the record Owner of the following Housing Accommodation or Rental Unit (address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) I am currently leasing the Housing Accommodation or Rental Unit to (Tenant name):

\_\_\_\_\_  
\_\_\_\_\_

(3) The Tenant(s) identified in the attached Notice to Vacate for Demolition issued pursuant to D.C.OFFICIAL CODE § 42-3505.01(g) (Supp. 2008) have been provided the opportunity to purchase the subject housing accommodation pursuant to the D.C. OFFICIAL CODE §§ 42-3401 et seq. (Supp. 2008) and have chosen not to exercise those rights as required by D.C. OFFICIAL CODE §§ 42-3401 et seq. (Supp. 2008).

(4) The RAZE (demolition) permit for the Housing Accommodation or Rental Unit has been approved by the Building and Land Regulation Administration in the D.C. Department of Consumer and Regulatory Affairs.

(5) The demolition of the housing accommodation is not for the purpose of constructing or expanding any structure not defined as a housing accommodation under D.C. OFFICIAL CODE § 42-3401.03(11) (Supp. 2008), including a hotel, motel, inn, or other structure used primarily for transient residential occupancy.

(5) If I fail for any reason to demolish said Housing Accommodation or Rental Unit immediately, or no later than sixty (60) business days from the date of issuance of a RAZE (demolition) permit, I shall notify RAD immediately.

Owner's Business Address (No P.O. Box)

\_\_\_\_\_  
Owner's Name (print)

Owner  Authorized Agent

Title (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Owner's Telephone Number and E-mail

\_\_\_\_\_  
Owner's Signature

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires (date): \_\_\_\_\_

**CERTIFICATE OF SERVICE**

*Note: If you file a Complaint in the Landlord and Tenant Branch of the Superior Court of the District of Columbia, you may be required to prove that you served this Notice correctly.*

I hereby certify that my name is (Please Print) \_\_\_\_\_ and I am authorized to serve the attached 180 Day Notice to Vacate for Demolition under D.C. OFFICIAL CODE § 42-3505.01(g) (Supp. 2008).

I further certify that my age is \_\_\_\_\_, and my business address is: \_\_\_\_\_  
\_\_\_\_\_.

At the following time: \_\_\_\_\_ AM/PM and on the following date: \_\_\_\_\_, 20\_\_\_\_, I served the attached 180 Day Notice to Vacate for Demolition under D.C. OFFICIAL CODE § 42-3505.01(g) (Supp. 2008) in both English and Spanish (check only one below):

- By personal service upon the Tenant (insert name and address of Tenant):  
\_\_\_\_\_  
\_\_\_\_\_.
- By substitute service upon (insert name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

***Description of person served for personal or substitute service:***

Approximate height: \_\_\_\_\_ Approximate weight: \_\_\_\_\_ Sex (m/f): \_\_\_\_\_

Approximate age: \_\_\_\_\_ Hair color: \_\_\_\_\_ Other: \_\_\_\_\_

- By certified mail, with delivery confirmation, to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.
- By priority mail, with delivery confirmation, to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.
- By first class mail to (name and address of person served):  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Process Server

***OPTIONAL NOTARIZATION:*** *Notarization of this Certificate of Service regarding this 180 Day Notice to Vacate for Demolition under D.C. OFFICIAL CODE § 42-3505.01(g) (Supp. 2008) is not required.*

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

## Help for Tenants & Housing Providers

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| These organizations can help housing providers and tenants.                             |
| <b>Apartment and Office Building Association of Metro Washington*</b>                   |
| 1050 17 <sup>th</sup> Street, NW, Suite 300   |
| Washington, DC 20036  |
| (202) 296-3390  |
| www.aoba-metro.org  |
| <b>American University Washington College of Law***</b>                                 |
| Community and Economic Development Law Clinic   |
| 4801 Massachusetts Avenue NW  |
| Washington, DC 20016  |
| (202)274-4000   |
| www.wcl.american.edu/clinical   |
| <b>Archdiocesan Legal Network of Catholic Charities **</b>                              |
| 924 G St., NW   |
| Washington, DC 20001  |
| (202) 772-4300  |
| <a href="http://www.catholiccharitiesdc.org">http://www.catholiccharitiesdc.org</a>     |
| <b>DC Bar Pro Bono Program Legal Advice and Referral Clinic/<br/>Bread for the City</b> |
| 1525 7 <sup>th</sup> Street, NW   |
| Washington, DC 20001  |
| (202) 265-2400  |
| <i>and</i>  |
| 1640 Good Hope Road, SE   |
| Washington, DC 20020  |
| (202) 561-8587  |
| www.breadforthecity.org   |
| <b>DC Bar Association Referral Service</b>  |
| (202) 296-7845  |
| www.badc.org/html/lawref.htm  |
| <b>DC Law Students in Court Program</b>   |
| 806 7 <sup>th</sup> Street, NW, Suite 300   |
| Washington, DC 20001  |
| (202) 638-4798  |
| www.dclawstudents.org   |
| <b>Department of Consumer and Regulatory Affairs</b>                                    |
| 1100 – 4 <sup>th</sup> Street, SW   |
| Washington, DC 20020  |
| (202) 442-4400  |
| www.dkra.dc.gov   |
| <b>Department of Housing and Community Development</b>                                  |



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| <b>Housing Regulation Administration, Rental Accommodations Division</b>  |
| <b>Housing Resource Center</b>  |
| 1800 Martin Luther King, Jr., Ave., SE,   |
| Washington, DC 20020  |
| (202) 442-9505  |
| www.dhcd.dc.gov   |
| <b>Dept. of Housing and Community Development</b>   |
| <b>Housing Provider Ombudsman*</b>  |
| 1800 Martin Luther King, Jr. Avenue, SE   |
| Washington, DC 20020  |
| (202) 442-9505  |
| www.dhcd.dc.gov   |
| <b>Housing Counseling Services</b>  |
| 2410 17 <sup>th</sup> St. NW, Suite 100   |
| Adams Alley Entrance  |
| Washington, DC 20009  |
| (202) 667-7006  |
| www.housingetc.org  |
| <b>Landlord/Tenant Resource Center</b>  |
| Superior Court Building B, Room 115   |
| 510 4 <sup>th</sup> Street, NW  |
| Washington, DC 20001  |
| (202) 508-1710  |
| <a href="http://www.dccourts.gov/dccourts/superior/civil/landlord_tenant.jsp">http://www.dccourts.gov/dccourts/superior/civil/landlord_tenant.jsp</a> |
| <b>Latino Economic Development Corporation</b>  |
| 2316 18 <sup>th</sup> Street, NW  |
| Washington, DC 20009  |
| <a href="http://www.ledcdc.org/">http://www.ledcdc.org/</a>   |
| <b>Legal Aid Society of the District of Columbia</b>  |
| <i>Main office</i>  |
| 1331 H Street, NW, Suite 350  |
| Washington, DC 20005  |
| (202) 628-1161  |
| <i>and</i>  |
| 2041 Martin Luther King Jr. Ave, SE, #400   |
| Washington, DC 20020  |
| (202) 628-1161  |
| <i>and</i>  |
| <b>Legal Counsel for the Elderly</b>  |
| 601 E Street, NW, Suite A4400   |
| Washington, DC 20049  |
| (202) 434-2170  |
| www.aarp.org/lce  |
| <b>Office of Administrative Hearings</b>  |
| One Judiciary Square  |
| 441 – 4 <sup>th</sup> Street, NE, Suite   |
| Washington, DC 20001  |

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| (202) 442-9091                                       |
| <a href="http://www.oah.dc.gov">www.oah.dc.gov</a>   |
| <b>Office of the Tenant Advocate</b>                 |
| 1250 U Street, NW, 4 <sup>th</sup> Floor             |
| Washington, DC 20002                                 |
| (202) 719-6560                                       |
| <a href="http://www.ota.dc.gov">www.ota.dc.gov</a>   |
| <b>Rental Housing Commission</b>                     |
| One Judiciary Square                                 |
| 441 – 4 <sup>th</sup> Street, NW Suite 1140N         |
| Washington, DC 20002                                 |
| (202) 442-8535                                       |
| <a href="http://www.dhcd.dc.gov">www.dhcd.dc.gov</a> |
| <b>Small Apartment Owners Association</b>            |
| 1250 Connecticut Avenue, N.W., #200                  |
| Washington, D.C. 20036                               |
| (202) 889-1300                                       |
| <a href="http://www.dcsaoa.org">www.dcsaoa.org</a>   |
| * For Housing Providers only                         |
| ** For Tenants only                                  |
| *** For Tenant Associations only                     |